

Initial File selection checklist

The **Initial file** sent to DESE should contain the following:

- _____ Access Sheet
- _____ Referral Information
 - _____ (a) Request for Consideration for Initial Special Education Evaluation
 - _____ (b) Review of Existing Data
 - _____ (c) Applicable Document G
- _____ Evaluation Report
- _____ Current IEP
- _____ Weekly class schedule
- _____ Progress reports for the current school year
- _____ All Notices
- _____ All meeting Notifications
- _____ Any other relevant information
- _____ Document B checklist completed by district

Reevaluation File selection checklist

The **Reevaluation file** should contain the following:

- _____ Access Sheet
- _____ Review of Existing Data
- _____ Evaluation Report (if additional assessments done)
- _____ Documentation of prior evaluations
- _____ Notification if no additional assessments done
- _____ All meeting notifications
- _____ All Notices
- _____ Current IEP and prior IEP
- _____ Progress reports for the current school year
- _____ Weekly schedule
- _____ Any other relevant information